

15 March 1984

Charters

MEMORANDUM FOR: Chief, Regulations Control Division

25X1 FROM:

[redacted]
Chairman, Fine Arts Commission

25X1 SUBJECT:

Employee Bulletin re The Fine Arts Commission

[redacted]
Attached is a proposed Employee Bulletin concerning the Fine Arts Commission, similar to one published a few years ago. We will appreciate your assistance in the publication of the Bulletin. Please note that the attachment is a form to be used by those responding. We would like to have the return address pre-printed on the back of this form, as shown.

Attachment

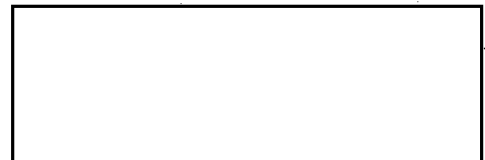


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25X1 [redacted] rd (15 Mar 84)

✓ 1 - FAC Files

Declassify when
separated from
Attachment



25X1

THE FINE ARTS COMMISSION

1. The Fine Arts Commission (FAC), under the general direction of the Deputy Director for Administration, advises the DCI on aesthetic matters relating to the appearance of CIA facilities in the Metropolitan Washington area. It promotes an attractive working environment (buildings and grounds), provides a mechanism for the expression of the cultural interests and activities of Agency employees, and supports a program of exhibits in the Headquarters Building Exhibit Hall. It advises the DDA and the Director of Logistics regarding proposals which would alter the appearance of Agency premises, and assists in the establishment of standards. The complete charter of the FAC can be found

25X1

2. A number of standing committees have been established with specific responsibilities in areas of continuing interest to the FAC. At present, the FAC has five such committees.

a. The Art Committee deals with recommendations to the FAC regarding the accession, retention and rotation of art works displayed in the public areas of the Headquarters Building. It also manages the annual Employee Art Show.

b. The Exhibits Committee manages the Agency Exhibit Hall, located in the 1D Corridor of Headquarters Building. It plans or coordinates the planning of exhibits and maintains the exhibition schedule. Its members often assist in the installation of exhibits and they help develop and distribute publicity regarding the shows.

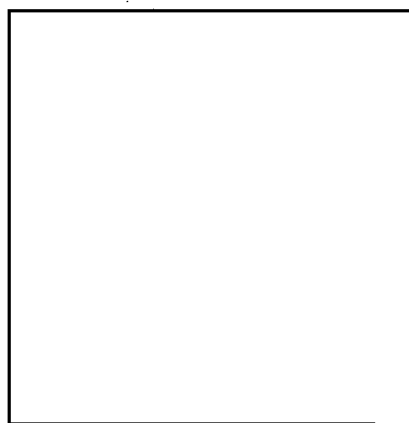
c. The Work Environment Committee supports efforts by Agency individuals, organization components, or environmental committees to improve local work environments. Its membership includes representatives from each of the Agency buildings in the Washington Metropolitan Area.

d. The Interior Design Committee deals with the aesthetic integrity of the interior of the Headquarters Building, with particular emphasis on the public areas of the building.

e. The Exterior Committee represents the FAC when issues arise concerning the appearance of the grounds around the Headquarters Building. It monitors construction projects to ensure the protection of established trees and shrubs.

3. From time to time the FAC is tasked with special projects of a one-time nature. Temporary committees are sometimes established for such purposes, and then disbanded when the task is completed.

4. The present composition of the FAC is as follows:



airman

man, Exterior Committee

airman, Exhibits Committee

Chairman, Art Committee

Chairman, Work Environment Committee

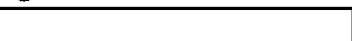
Chairman, Interior Committee



Logistics Services Division, OL, serves as staff consultant to the FAC.

5. Those who serve on the FAC or one of its committees have the satisfaction of being part of an organization which has had, and continues to have, an impact on the appearance of Agency premises. All are volunteers who serve in addition to their other duties and make their training or their personal interest in art and aesthetics available to their fellow employees and their Agency.

6. If you are interested in taking part in the activities of the FAC, please complete the attached form and send it to the Chairman, in care of OL/LSD, Room 3E14 Headquarters Building. The form is self-addressed; just fold and staple. If you have any questions about the FAC or its program, please call the Chairman



or the staff consultant



Attachment

To: Chairman, Fine Arts Commission
In care of OL/LSD
Room 3E14 Headquarters Building

From: Name _____
Room and Building _____
Extension _____
Under cover? Yes/No (If Yes, this response must be
classified.)

I would be interested in assisting with the work of the
Fine Arts Commission through membership on:

The Fine Arts Commission itself

The Art Committee

The Exhibits Committee

The Work Environment Committee
(I am particularly interested in the work of this
committee pertaining to _____ Building.)

The Interior Design Committee

The Exterior Committee

(Please Circle Choice(s))

My experience/qualifications for this are as follows:

Signature _____



EMPLOYEE BULLETIN

MASTER COPY

Clear draft, please

(Return this copy)

Thy

25X1

20 November 1980

THE FINE ARTS COMMISSION (U)

1. The Fine Arts Commission (FAC), under the general direction of the Deputy Director for Administration, advises on means of preserving and enhancing visual aspects of Agency buildings and grounds. (U)
2. The FAC ~~has~~ ^{has} a number of ^{standing} committees ~~to monitor~~ ^{which with specific responsibilities in} areas of continuing interest and establishes ad hoc groups to investigate matters of temporary concern, as follows:

a. The Art Committee deals with recommendations to the FAC regarding the retention and rotation of art works in the public areas of the Headquarters Building, the exhibition of private art collections on a temporary basis, and the establishment of a permanent area for the rotational exhibition of art works. *It also manages the annual Employee Art Show.*

b. The Exhibits Committee oversees the use of the Exhibit Hall (1D Corridor, Headquarters Building) and the display of temporary exhibits. Three presentations have been arranged for definite times in the future: Library of Congress Historic Maps of the English Speaking World (late October to late November), Agency Employee Photography Exhibit (December to early January), and Black History Month (February). Later in 1981 there will be an exhibit on Agency Crafts and Art.

c. The Headquarters Exterior Committee ^{represents the FAC on matters} ~~has been instrumental~~ in the major replanting and landscaping projects. This committee is ^{It monitors} working closely with the Agency Garden Club planning the refurbishing of the old "wilderness trail" on the Headquarters Building grounds. *having to do with construction projects to ensure the protection of established trees and shrubs.*

d. The Headquarters Interior Design Committee deals with the aesthetic integrity of the Headquarters Building interior. This committee has been active in the program to install new signs for the Headquarters Building and has arranged for construction of new kiosks for spot announcements.

WARNING NOTICE - INTELLIGENCE
SOURCES AND METHODS INVOLVED

Approved For Release 2005/08/22 : CIA-RDP87-01130R000100120031-3

C-O-N-F-I-D-E-N-T-I-A-L

Committee supports efforts by
e. The Work Environment Representation promotes the ~~revitalization of the~~ environmental committees within the Agency headquarters components. ~~In an advisory capacity, it supports their efforts to improve local work environments, with such aspects as office furnishings and wall hangings.~~

Committee
f. The Headquarters Annexes Representation deals with employees' work environment matters in other Agency buildings in the Washington area. ~~It assists in organizing the committees for these buildings and is the channel of communication for these committees and the Office of Logistics, GSA, and building managers.~~ (U)

3. From time to time, the FAC is tasked with special projects of a one-time nature that require temporary committees which are then disbanded following the accomplishment of the task. (U)

4. The present composition of the FAC is as follows: (C)

Chairman



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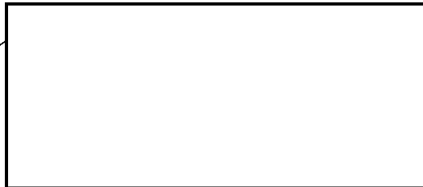
Members

Chairman, Art Committee



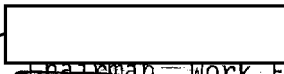
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Chairman, Exhibits Committee



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Chairman, Headquarters Interior Design Committee



~~Chairman, Work Environment Representation~~ *Committee (vacant)*



Chairman, Headquarters Annexes *Committee* Representation



Environmental
Representatives

~~Chairman, Headquarters Exterior Committee~~

Headquarters



25X1

C-O-N-F-I-D-E-N-T-I-A-L

Headquarters
Annexes
Consultants

	C/OL/LSD/DDA GSA OL/LSD/DDA

25X1

5. At present, both the FAC and its committees are understaffed and there is much work to be done. If you are interested in devoting time and talent to the various phases of the FAC's activities, please send the attached form to Chairman of the FAC, in care of OL/LSD, Room 3E14 Headquarters Building. The form is self-addressed; please fold and staple. Employees under cover who would like to volunteer may call [redacted] (U)

Attachment

NOV 26 4 11 PM '87
CONTROL STAFF

DISTRIBUTION: ALL EMPLOYEES

TO: Chairman, Fine Arts Commission
In care of OL/LSD
Room 3E14 Headquarters Building

FROM:
~~DISCLOSED TO THE~~
Room and Building *168-P&P*

I would be interested in assisting with the work of the Fine Arts Commission through membership on:

- ☒ The Fine Arts Commission itself
- ☐ The Art Committee
- ☐ The Exhibits Committee
- ☐ The Headquarters Exterior Committee
- ☐ The Headquarters Interior Design Committee
- ☐ The Work Environment Representation
- ☐ The Headquarters Annexes Representation

(Please circle choice(s))

My experience/qualifications for this are as follows:

Chairman, Fine Arts Commission
In care of OL/LSD
Room 3E14
Headquarters Building